

Email – If the text or csv files you are sending is less than 25 megabytes or 25,000 kilobytes combined, you may email the file to the department at InfoReporting@ncdor.gov. If your files are larger than 25 megabytes or 25,000 kilobytes combined, the files will not pass through email without being encrypted using WinZip (free software for trial period), which requires the user to set-up a password. The encrypted file and password should be sent to the NCDOR in separate emails. You must include your business name, in the title of the email(s). Please follow these instructions for emailing the information:

Email – no encryption

- a. Attach the.txt or .csv files to your email.
- b. In the body of the email include your **business name and phone number.**

First Email – with encryption

- a. Add the .txt or .csv file(s) into WinZip. Encrypt the WinZip file by making it password-protected.
- b. Change the extension of the file from “.zip” to “.zzz”. This will allow the North Carolina Department of Revenue to accept the attachment in the email.
- c. Attach the file to an email, title the email as “<Your Business Name> <Current Date> Email 1” and send it to InfoReporting@ncdor.gov.

Second Email

- a. Create a second email and include the WinZip password (from above) in the body of the email.
- b. Title the email as “<Your Business Name><Current Date> Email 2” and send it to InfoReporting@ncdor.gov.